MODERATORS ROLE AND RESPONSIBILITY

1. To identify meeting room location and confirm presence and operation of all audio, visual, and lighting equipment prior to the start of the session.

2. To identify and provide for reliable operators for all audio, visual, and lighting equipment.

3. To confirm, as best as possible, identity and presence of all speakers prior to session start.

4. To provide a brief welcome and to identify session title. To indicate timetables and establish house cues which will be used to indicate time remaining for each speaker.

5. To introduce speakers and titles and insure completion of presentations according to scheduled times and format.

6. To oversee operation of all audio, visual, and lighting equipment during presentations.

7. To insure that the audience is informed of all questions asked and addressed by speakers.

8. When time permits, to facilitate effective and informative discussion and scientific interchange between speakers and audience.